

Project Name: Digital Document Repository System

OCIO Project #:

Department: California State Library

Revision Date: 10/14/10

Concept Statement

Description

Brief description of the proposed project:

Since 1850, the CSL has collected and preserved the publications of the three branches of state government. In 1945 the Library Distribution Act (Government Code 14900 – 14913) was passed to establish the California depository program making all CA state documents freely available to the citizens of the state. CSL is responsible for carrying out the provisions of the Act and administering the depository program.

Need Statement

High Level Functional Requirements:

Digital document preservation that addresses document discovery, harvesting, metadata capture, data integrity, format migration, access, and other long-term management requirements. CSL must also address resources required to manage a digital preservation collection and preservation system.

What is Driving This Need?

Historically, distribution of state documents to CSL has largely been carried out through shipments directly from the State Printer or by the issuing department. Today increasing numbers of State documents are “published” electronically via state agency websites and never printed and distributed to libraries. There is no overall plan for ensuring in the years to come that the public will have access to California state government documents that exist only in digital format or to the historic record they represent.

Risk to the Organization if This Work is Not Done:

Preserving and making available state documents is a primary part of the State Library’s mission and legislative mandate to collect, preserve and make freely available to its citizens the documents produced by state government. If this work is not done, many of state government’s publications, that capture and preserve the state’s history and record, are being lost or are at risk of being lost forever to the historic record. CSL would not be able to fulfill its responsibilities as mandated by the legislature.

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Benefit Statement

Intangible Benefits

Process Improvements (describe the nature of the process improvement):

A digital preservation program will reduce the time it takes for staff to process (stamp, label, bar code) each document; save time in not having to shelve and re-shelve documents; will provide for more efficient and faster delivery of documents to state employees and the public; and will decrease the time it takes for staff to in identifying and collecting digital documents.

Other Intangible Benefits:

A digital preservation program will provide long-term access to state government information; improve access to state information and increase transparency of state information; preserve California social and political history for future generations; improve compliance with e-records regulations; increase document security; allow for multiple uses of a document that only needs to be digitized once and help to provide a digital paper trail.

Tangible Benefits

Revenue Generation (describe how revenue will be generated):

N/A

Cost Savings (describe how cost will be reduced):

A digital preservation program will eliminate the need to rely on outside vendor to preserve digital documents; decrease the amount of time staff needs to track down and locate documents, decrease storage cost as digital items are less expensive to store than paper; and will decrease cost to deliver documents to state employees and citizens.

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Cost Avoidance (describe the cost and how avoided):

Unknown


Risk Avoidance (describe the risk and how avoided):

CSL would not be able to fulfill its responsibilities as mandated by the legislature. Preserving and making available state documents is a primary part of the State Library's mission and legislative mandate to collect, preserve and make freely available to its citizens the documents produced by state government. If this work is not done, many of state government's publications, that capture and preserve the state's history and record, are being lost or are at risk of being lost forever to the historic record.

Improved Services:

State agencies will have a simplified and efficient process for submitting required state documents. Documents will be cataloged and accessible to public for transparency requirements.

Consistency

"No" Responses 		Rationale	Action Required
Enterprise Architecture	Yes		
Business Plan	Yes		
Strategic Plan	Yes		

Impact to Other Entities

Nature of Impact to Other Entities

Entity: California state agencies

Describe the nature of the impact:

State agencies will benefit from the digital preservation by increased access to digital state agency reports; reduced impact in event of a disaster; long-term

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storage of digital reports and documents; 24/7 access to state information; increase in agency transparency; preservation of agency history and improved compliance with California's depository distribution laws and regulations. State agencies may be asked to add limited metadata when creating electronic documents to help reduce the time it would take to add documents to the repository.

Entity: California state legislature

Describe the nature of the impact:

The legislature will benefit from preservation of its documents by increased access to hearings and reports; provision of long-term storage of important documents related to the legislative history of bills and laws; and 24/7 access to state government information. Legislative staff may be asked to add limited metadata when creating electronic documents to help reduce the time it would take to add documents to the repository.

Entity: Other depository libraries

Describe the nature of the impact:

Depository libraries will have a one-stop shop to find electronic state government documents, which will provide greater access to citizens around the state. It will help the libraries meet their obligations under the depository law and to better meet the needs of their specific communities.

Entity:

Describe the nature of the impact:

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Solution Alternatives

Alternative 1:

The California State Library uses an ExLibris based Integrated Library System for its Aleph Library catalog. ExLibris sells an add-on software package called DigiTool which would integrate into the Library's current catalog. DigiTool is an enterprise solution for the management of digital assets in libraries and academic and government environments. The DigiTool suite provides digital repository services that would allow the Library to collect the statewide data it is charged to manage. First, objects and associated metadata are deposited or ingested into the DigiTool Repository; then the institution goes on to perform routine management of the objects, including metadata editing and collection management. Finally, end users search via the Resource Discovery and request the delivery of objects. Together, these modules provide a comprehensive solution to the needs of digital asset management.

Technical Considerations for Alternative 1:

DigiTool product suite aligns with Library's Enterprise Architecture. Product integrates with Exlibris catalog and can be integrated with moderate effort by Library Staff. Implementation of solution will require significant investment in storage as existing Aleph catalog will be unable to store anticipated data.

ROM Cost:

to

Note: high end of range must not exceed 200% of low end of range**Alternative 2:**

Due to the complexity and propriety nature of the existing ExLibris system, the Library is continuing to investigate what other products can integrate with the catalog. At present the DigiTool suite of products are the only product that will seamlessly integrate into the Aleph catalog system without having to drastically modify Oracle tables and procedures. Other alternatives pending.

Technical Considerations for Alternative 2:

ROM Cost:

to

Note: high end of range must not exceed 200% of low end of range

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Alternative 3:

Technical Considerations for Alternative 3:

ROM Cost:

to

Note: high end of range must not exceed 200% of low end of range

Recommendation

Comparison:

Alternative 1	ROM Cost		Risk
DigiTools	\$0	- \$0	Minimal; Add on module for existing catalog.
Alternative 2	ROM Cost		Risk
	\$0	- \$0	
Alternative 3	ROM Cost		Risk
	\$0	- \$0	

Conclusions:

1	Pending additional product research.
2	
3	
4	

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Recommendation:

Pending additional product research.

Project Approach *(if known)*

System Complexity:			System Business Hours: <i>(e.g., 24x7, 9am-5pm)</i> :		9am-5pm
Architecture	<input type="checkbox"/> Mainframe	<input type="checkbox"/> Client Server	<input checked="" type="checkbox"/> Web Based		Num. of New Databases: 1
Technology	<input checked="" type="checkbox"/> New	<input type="checkbox"/> New to Staff	<input type="checkbox"/> In-House Experience		Interfaces: External
Implementation	<input type="checkbox"/> Central Site	<input checked="" type="checkbox"/> Phased Roll-out			Num. of Sites: 1
M & O Support	<input type="checkbox"/> Contractor	<input type="checkbox"/> Data Center	<input type="checkbox"/> Project	<input checked="" type="checkbox"/> In House	
Procurement Approach: Procurement approach pending further research.					Number of Procurements:
Open Procurement? Yes		Delegated Procurement?			
Scope of Contract	<input type="checkbox"/> Development <input type="checkbox"/> Implementation <input type="checkbox"/> M & O <input type="checkbox"/> Other: _____				
Anticipated Length of Contract: _____ Years / _____ extensions for _____ years					